



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

October 17, 2016

A.M. Scott Real Estate, Inc.  
1650 W. Virginia Street  
Suite 102  
McKinney, TX 75069

RE: Award of 2016-289, Professional Services, Real Estate Broker Services

Dear Mr. Helsley:

Collin County has awarded the above referenced solicitation to your company per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and prices will be held firm as per your response to the solicitation. This is a professional real estate broker services contract for real estate broker services for the County. The contract term begins October 24, 2016 and continues through and including September 30, 2017. Either party has 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. A purchase order is required for all services ordered, do not perform any services without a purchase order.

Per section 3.0 of the request for proposals, please submit your insurance certificate indicating the required coverage within ten (10) days of receipt of this letter.

Invoices should be e-mailed to the Collin County Auditor's office at [accountspayable@collincountytx.gov](mailto:accountspayable@collincountytx.gov) and to the department contact, Bill Bilyeu at [bbilyeu@co.collin.tx.us](mailto:bbilyeu@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 Matt Dobecka at [mdobecka@co.collin.tx.us](mailto:mdobecka@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 972-548-4103.

Sincerely,

Matt Dobecka, CPPO, CPPB, CPCP  
Functional Analyst

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File