



# COLLIN COUNTY

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

December 11, 2017

Ashlar Contracting Company  
P.O. Box 700  
Blue Ridge, TX 75424

RE: Award of IFB 2017-357, Construction, Bridge, County Road 613 at Groves Creek

Dear Mr. Kennon:

Collin County has awarded the above referenced solicitation to your company per Court Order No. \_\_\_\_\_. It is understood all terms, conditions and unit prices will be held firm as per your response to the solicitation.

This is a notification only, a purchase order will be issued. Do not perform any services without a purchase order.

Per section IV of the contract, please provide your Certificate of Insurance showing the coverage for the required insurance to the Purchasing Department before commencing work. Also, please provide the required Performance, Payment, and Maintenance bonds no later than ten (10) consecutive calendar days following the award of the contract to you by the Collin County Commissioners' Court.

Collin County will need the fully executed contract, bonds, and insurance before you may begin any work. A pre-construction meeting will be held before the project commences.

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, Tracy Homfeld, at [thomfeld@collincountytx.gov](mailto:thomfeld@collincountytx.gov). 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@collincountytx.gov](mailto:mdobecka@collincountytx.gov) 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,

Matthew Dobecka, CPPO, CPPB, CPCP  
Purchasing Functional Analyst

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