



# COLLIN COUNTY

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

January 19, 2018

Thyssenkrupp Elevators  
Attn: Sam Cotter  
4355 Excel Parkway, Ste 800  
Addison, TX 75001

**Re:** Contract Name: 2016-134 Elevator/Escalator Maintenance Agreement  
Contract Start Date: April 1, 2016  
Agreement Renewal Period: April 1, 2018 through March 31, 2019 (2 of 2)

To whom it may concern:

The aforementioned contract between Collin County and your company will expire on March 31, 2018. The Collin County Purchasing Department is requesting that your company extend this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original bid award.

If you are interested in extending the current contract, please complete the form below and return by February 28, 2018. 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 [lhiggins@co.collin.tx.us](mailto:lhiggins@co.collin.tx.us)

Sincerely,

Lauren Higgins  
Buyer II

Please check one:

Yes  I agree to extend the contract with Collin County at the prices established in the original solicitation.  
No  I cannot extend the contract.

Signature:

Print Name & Title:

Sam Cotter - Account Manager

Date:

1/23/18

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

Street Address:

City, State, Zip Code: