



COLLIN COUNTY

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

February 19, 2018

Concord Commercial Services, Inc.
11400 Long Street
Balch Springs, TX 75180

RE: Award of IFB 2018-063 Minimum Security Shower Pan Installation

Dear Mr. Coleman:

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 contract for the purchase of Construction, Minimum Security Shower Pan Installation for the County. The contract term begins on the date of award and continues until the project is complete. The County will have the right and option to terminate the contract upon thirty (30) days written notice.

Per Section 3.0 of the specifications, please submit your insurance certificate indicating the required coverage within ten (10) days.

Per Section 4.17 of the specifications, please submit a payment bond in the amount of 100% of the contract price within ten (10) days.

Per Section 4.18 of the specifications, please print and sign three (3) copies of the attached Construction Agreement within ten (10) days following Notification of award of contract.

This is a notification only, once the above items have been received, a purchase order will be issued giving Concord Commercial Services, Inc. notice to proceed.

Invoices should be e-mailed to the Collin County Auditor's office at accountspayable@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 Gina Zimmel at [gzimmel@co.collin.tx.us](mailto:gzimmer@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 972-548-4119.

Sincerely,

Gina Zimmel
Buyer II

Copy to:
File