



COLLIN COUNTY

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

February 27, 2018

HiEd Inc.
Attn: Leslie Harris
80 E. McDermott Dr.
Allen, TX 75002

RE: Award of Coop Quote 2018-064 Annual Contract for Desktops, Surface Pros and MDC's

Dear Leslie Harris:

Collin County has awarded Line 10 of 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 fixed price contract. The contract term is through September 30, 2018. The County will also have 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. The delivery address for orders will be printed on each purchase order issued.

A purchase order is required for all products or services ordered. Do not deliver any products or perform any services without a purchase order.

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 Sara Hoglund at shoglund@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 972-548-4104.

Sincerely,

Sara Hoglund, CPPB
Buyer II

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