



# COLLIN COUNTY

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

March 27, 2018

Douglas Food Stores, Inc. dba Douglas Equipment  
301 North Street  
Bluefield, WV 24701

RE: Award of IFB 2018-102, Kitchen Equipment for Collin County Jail

Dear Mr. Schrage:

Collin County has awarded Line Items No. 1 and No. 2 of the above referenced solicitation to your company per Court Order No. (CO#). 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 for the purchase of Kitchen Equipment for Collin County Jail. 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 Article 3.0 of the specifications, please submit your insurance certificate indicating the required coverage within ten (10) days.

This is a notification only, once the above item has been received, a purchase order will be issued. 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](mailto: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 J. D. Griffin, CPPB at [jgriffin@co.collin.tx.us](mailto:jgriffin@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 972-548-4116 or [jgriffin@co.collin.tx.us](mailto:jgriffin@co.collin.tx.us).

Sincerely,

J. D. Griffin, CPPB  
Buyer II

Copy to:  
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