



COLLIN COUNTY

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

March 16, 2018

VariVerge, LLC
920 SW 9th Avenue
Amarillo, TX 79101

Re:	Contract Name:	RFP 2017-202 Tax Statement Preparation and Mailing Service
	Contract Start Date:	September 1, 2017
	Agreement Renewal Period	September 1, 2018 – August 31, 2019 Renewal 1 of 4

Dear Ms. Parker:

The aforementioned contract between Collin County and your company will expire on August 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 March 23, 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 higgins@collincountytx.gov.

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: *Mckenzie Parker*
 Print Name & Title: Mckenzie Parker, sales & marketing
 Date: 3/19/18

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

Street Address: _____
 City, State, Zip Code: _____