

COLLIN COUNTY

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

March 15, 2018

Safeguard Business Systems, Inc.
3680 Victoria St. N
Shoreview, MN 55126

Re:	Contract Name:	IFB 2016-188 Specialized Printing for Elections
	Contract Start Date:	May 31, 2016
	Agreement Renewal Period	May 31, 2018-May 30, 2019 Renewal 2 of 3

Dear Mr. Stallings:

The aforementioned contract between Collin County and your company will expire on May 30, 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 lhiggins@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:

Print Name & Title:

Date:



 Richard G. Stallings

 3/18/2018

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

Street Address:

City, State, Zip Code:

