



COLLIN COUNTY

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

May 4, 2018

OFFUTT COMPANIES INC. dba RDO Equipment Co.
2902 N. Central Expy.
McKinney, TX 75071

Re: Contract Name: IFB 2017-244, Equipment Lease: Road Construction and Right of Way Maintenance Equipment
Contract Start Date: October 1, 2017
Agreement Renewal Period: October 1, 2018 – September 30, 2019 (renewal 1 of 3)

Dear Mr. Phillips:

The aforementioned contract between Collin County and your company will expire on **September 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 **Friday, May 11th**.


Should you have any questions, please feel free to contact me at gzimmer@collincountytx.gov.

Sincerely,

Gina Zimmer
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: Justin Phillips
Date: Sales Professional

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

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