



# COLLIN COUNTY

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

May 1, 2018

Halff Associates, Inc.  
1201 N. Bowser Road  
Richardson, TX 75081

Re: Contract Name: Professional Services, Surveying  
Contract Number: RFQ 2017-257  
Contract Start Date: October 9, 2017  
Agreement Renewal Period: October 1, 2018 through September 30, 2019 (Renewal 1 of 2)

Dear Mr. Shafer:

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 renew this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original award.

If you are interested in renewing the contract, please complete the form below and return by **May 7, 2018**. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at [jgriffin@co.collin.tx.us](mailto:jgriffin@co.collin.tx.us)

Sincerely,  
J. D. Griffin, CPPB  
Buyer II

Please check one:

Yes  I agree to renew the contract with Collin County at the prices established in the original solicitation.  
No  I cannot renew the contract.

Signature:

Print Name & Title:

Date:

*Andrew J. Shafer*  
ANDREW J. SHAFER, RPLS AUTHORIZED AGENT  
MAY 2, 2018

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

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_