



COLLIN COUNTY

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

April 30, 2018

Orion Access Control, Inc.
dba Royal Access Control
425 Powerhouse
McKinney, TX 75071

Re: Contract Name: Security Gate Repair Parts and Services
Contract Number: IFB No. 2016-295
Contract Start Date: November 7, 2016
Agreement Renewal Period: October 1, 2018 through September 30, 2019 (Renewal 2 of 3)

Dear Ms. Putnam:

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 twelve (12) month period to include terms, conditions and pricing set forth in the original bid award.

If you are interested in renewing the contract, please complete the form below and return by **May 4, 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

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: *Mike Putnam*
Print Name & Title: Mike Putnam Reg. Mgr
Date: 5-1-18

If your address has changed from above please state new address below:
Street Address: _____
City, State, Zip Code: _____