



# COLLIN COUNTY

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

June 18, 2018

Jayden Graphics, Inc.  
2705 Katie Trail  
Melissa, TX 75454

<b>Re:</b> Contract Name: Contract Start Date: Agreement Renewal Period	<b>Printing, General Office Forms</b> <b>October 1, 2016</b> <b>October 1, 2018 – September 30, 2019</b> <b>Renewal 2 of 4</b>
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Dear Mr. Ives :

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 June 30, 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](mailto: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: *Robert Ives*  
 Print Name & Title: ROBERT IVES, CEO  
 Date: 18 June 2018

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