



# COLLIN COUNTY

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

June 19, 2018

Office Perks, Inc.  
800 Fulgham Road #36  
Plano, TX 75093

**Re:** Agreement Name: **IFB 2017-159 Services: Coffee**  
Agreement Start Date: **October 1, 2017**  
Requested Renewal Period: **October 1, 2018 – September 30, 2019**

Dear Mr. Boyd,

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 agreement for an additional one (1) year period to include terms, conditions and pricing set forth in the original quote award.

If you are interested in extending the current agreement, please complete the form below and return at your earliest convenience.

Should you have any questions, please feel free to contact me at 972-548-4124 or [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.
- Yes  I agree to extend the contract with Collin County with the attached changes to the original solicitation.
- No  I cannot extend the contract.

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Scott Boyd*  
**SCOTT BOYD PRESIDENT**  
**6/25/2018**

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

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

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