



# COLLIN COUNTY

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

May 2, 2018

Harrells LLC  
PO Box 935358  
Atlanta, GA 31193

**Re:** Contract Name: Grounds Maintenance, Roadside and Erosion Control Supplies,  
IFB 2016-298  
Contract Start Date: June 26, 2017  
Agreement Renewal Period: October 1, 2018 – September 30, 2019 (renewal 2 of 2)

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 **Wednesday, May 9<sup>th</sup>**.

Should you have any questions, please feel free to contact me at [gzimmer@collincountytx.gov](mailto:gzimmer@collincountytx.gov).

Sincerely,

Gina Zimmel  
Buyer II

Please check one:

Yes  I agree to extend the contract with Collin County at the prices established.

No  I cannot extend the contract.

Signature:

Print Name & Title:

Date:

*[Handwritten Signature]*  
Kevin Lebonik Territory Sales Manager  
5/8/18

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

Street Address:

City, State, Zip Code:

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